



California State Board of Equalization

## SPECIAL WORKSHOP

Michelle Steel

Vice Chair, California State Board of Equalization

# Free Workshop for Small Business Owners and Entrepreneurs

You are invited to attend a **Free** workshop for small business owners and entrepreneurs presented by the California State Board of Equalization (BOE) and the Internal Revenue Service (IRS).

### Topics:

- **BOE — Tax Information for Small Business Owners:** Provides a basic understanding of sales and use tax law, recordkeeping requirements, and tips on avoiding common mistakes.
- **IRS — Keep Your Records:** Provides a basic understanding of recordkeeping, accounting methods, and choosing a preparer for small business/self-employed individuals.

### Date:

Wednesday, July 9, 2014

1:30 p.m. to 3:00 p.m. (check-in begins at 1:00 p.m.)

### Location:

Mission Viejo City Hall  
Saddleback Room  
200 Civic Center  
Mission Viejo, CA 92691

### FREE PARKING

To register for this event go to:

[www.boe.ca.gov/seminars](http://www.boe.ca.gov/seminars)

or call 1-888-847-9652

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### Connect with BOE:

